

# Grant & Per Diem: Smart Simple Guide

How-To: **Submit Per Diem Rate Modification Request**

[GPD Provider Webpage](#)

## Step 1: Download Per Diem Worksheets from VA Website

**Per diem rate request worksheets and instructions** are available for download from the GPD Per Diem Rate Website: [https://www.va.gov/HOMELESS/GPD\\_ProviderRate.asp](https://www.va.gov/HOMELESS/GPD_ProviderRate.asp)

- Make sure to read the instructions
- Complete the MS Excel worksheet that corresponds to your grant type **before** logging into SmartSimple to complete the Initial Per Diem Rate activity/task

**Grant and Per Diem Program: Per Diem Rate**

Please Email Per Diem Rate Request worksheets to [GPDFiscal@va.gov](mailto:GPDFiscal@va.gov)

[CARES Act Per Diem Rate Waiver Guidance](#) (1/11/2021)  
[Safety and Survival Assistance](#) (2/5/2021)  
[Sample for Screening and Documentation](#)

**UPDATE:** per P.L. 116-315, the per diem rate request forms below have been modified to allow for additional costs (up to \$10,000) associated with HMIS

**Transitional Housing - Per Diem Only, Transition In Place, Special Need:**  
[Per Diem Rate Request Instructions](#)  
[Per Diem Rate Request Worksheet](#)

**Transitional Housing with Minor Dependents - Per Diem Only, Transition In Place, Special Need:**  
[Per Diem Rate Request Instructions](#)  
[Per Diem Rate Request Worksheet](#)

**Service Centers:**  
[Service Center Per Diem Rate Request Instructions](#)  
[Service Center Per Diem Rate Request Worksheet](#)

Questions may be e-mailed to the VA Grant and Per Diem Program.

## Step 2: Log into SmartSimple

**Access Smart Simple:** [https://hmlsgrants-va.mod.udpaas.com/s\\_Login.jsp](https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp)

- Your agency's SmartSimple point of contact logs into the system
- Enter your email address and password and click the Log In button

**VHA Homeless Grants: SSVF and GPD**

Login

Email

Password

[Log In](#)

[Forgot Password?](#)

New to the System?  
[Register](#)

Welcome to VHA Homeless Program Grants

Welcome to the Department of Veterans Affairs grants management portal for VHA's Homeless Programs Office. This portal supports a variety of grant functions associated with the Supportive Services for Veteran Families (SSVF) and Grant and Per Diem (GPD) Programs.

## Step 3: From Main, select the appropriate grant award under My Grants

From the SmartSimple main page look under **My Grants** for the **FAIN/Grant ID** for which you would like to request a modification to the currently approved per diem rate.

The screenshot displays the SmartSimple main page with the following sections:

- Organization Profile**: Includes an 'Open' button and details for 'Grant and Per Diem > 2022 GPD Capital Grant - ARP' with a deadline of 12/06/2021 16:01.
- User Profile**: Includes a 'Change Password' button.
- Grant Rounds**: Shows '1-1 of 1' with navigation arrows.
- My Applications**: Includes tabs for 'DRAFT (1)' and 'SUBMITTED (1)'. The 'DRAFT (1)' tab shows a table with one record: 'Grant and Per Diem' (Capital Grant, FAIN/Grant ID: TEST234-2822-CG-22, Organization: GPD TESTING, INC, Status: Draft).
- My Grants**: Includes a tab for 'ALL GRANTS (2)'. The table shows two records, both 'Grant and Per Diem' (Special Need, Status: Approved). The first record (FAIN/Grant ID: TEST234-2369-402-SN-22) is highlighted with a purple oval and a red callout box pointing to it.
- My Tasks**: Includes a tab for 'ALL TASKS (1)'. The table shows one task: 'Initial Per Diem Rate Request' (Draft, Status: Draft).

**My Grants Table Data:**

#	Program	Type	FAIN/Grant ID	Organization Name	Status	Grant Fiscal Year
1	Grant and Per Diem	Special Need	TEST234-2369-402-SN-22	GPD TESTING, INC	Approved	
2	Grant and Per Diem	Special Need	TEST234-2370-673-SN-22	GPD TESTING, INC	Approved	

**My Tasks Table Data:**

#	Organization Name	Grant Type	Grant ID	Activity Type	Status
1	GPD TESTING, INC	Special Need	TEST234-2369-402-SN-22	Initial Per Diem Rate Request	Draft

## Step 4: Navigate to Request Activity tab

When the grant record opens it defaults to the Overview tab. Navigate to the **Request Activity** tab on the far right.

The screenshot shows the VHA Homeless Grants: SSVF and GPD application record for GPD TESTING, INC. The tabs at the bottom are OVERVIEW, APPLICATION, EXTERNAL ATTACHMENTS, GRANT CONTACTS, CERTIFICATIONS, and REQUEST ACTIVITY. The REQUEST ACTIVITY tab is highlighted with a purple oval and a red arrow pointing to it with the text "Select this tab".

Special Need

Program: Grant and Per Diem

Due Date: 05/25/2021 16:01

Owner: C Anna Watson

Tax ID/EIN: 99

Legal Name: GPD TESTING, INC.

Organization Name: GPD Testing, Inc.

DUNS: 99

FAIN/Grant ID: TEST234-2370-673-SN-22

Generate Application Summary

Instructions

Applications for grants must be received by the GPD National Program Office no later than 4:00 p.m. Eastern Time on May 25, 2021.

In the interest of fairness to all, this deadline is firm as to date and hour. VA will treat any application that is received after the deadline as ineligible. Applicants should take this practice into account and submit their materials early to avoid the risk of unanticipated delays, computer service outages or other submission-related problems that might result in ineligibility. Applications must be submitted as a complete package. Materials arriving separately will not be included in the application package for consideration and may result in the application being rejected or not funded.

The required documentation for an application submission is outlined in the Application Documentation Required section of this NOFO. Standard forms, which may be downloaded directly from VA's GPD program website at: [www.va.gov/homeless/gpd.asp](http://www.va.gov/homeless/gpd.asp). Questions may be referred to the GPD National Program Office at: [GPDGrants@va.gov](mailto:GPDGrants@va.gov). For an incorrect, incomplete, inconsistent, unclear or incorrectly formatted application package will result in the application being rejected.

## Step 5: From the REQUEST ACTIVITY tab; select CREATE PER DIEM MODIFICATION REQUEST Button

From the **Request Activity** tab select the **Create Per Diem Modification Request** (blue button)

The screenshot shows the VHA Homeless Grants: SSVF and GPD application record for GPD TESTING, INC. The REQUEST ACTIVITY tab is selected. The "Create Per Diem Modification Request" button is highlighted with a red arrow and the text "Select this button".

Special Need

Program: Grant and Per Diem

Due Date: 05/25/2021 16:01

Owner: C Anna Watson

Tax ID/EIN: 99

Legal Name: GPD TESTING, INC.

Organization Name: GPD Testing, Inc.

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OVERVIEW APPLICATION EXTERNAL ATTACHMENTS GRANT CONTACTS CERTIFICATIONS REQUEST ACTIVITY

Create Per Diem Modification Request

BACK

## Step 6: Open Per Diem Rate Modification template; SAVE DRAFT

**Step 1:** click **Save Draft** before completing form; this will make the upload button  appear

**Step 2:** complete the form; information in the template below **must match** the *Per Diem Rate Request Worksheet* that you attach, or the activity will be returned for corrections

**Step 3:** upload your completed *Per Diem Rate Request Worksheet* (MS Excel) document

**Step 4:** click **Submit**

Create Per Diem Modification Request

← Actions

Grant Activity

Assign Person: C Anna Watson

Type: Per Diem Rate Modification Organization Name: GPD TESTING, INC

Grant ID: Status:

**Instructions**

GPD grantees requesting a per diem rate must first complete a Per Diem Rate Request Worksheet which can be downloaded from [https://www.va.gov/HOMELESS/GPD\\_ProviderRate.asp](https://www.va.gov/HOMELESS/GPD_ProviderRate.asp). Instructions are also available on this webpage. Grantees will need to complete a separate task and worksheet for each FAIN. A per diem rate adjustment can be made at any time and will be effective the 1st of the following month that the request is submitted. A new "task" in SmartSimple will need to be completed for all rate change requests.

\* Rate Request Type

\* Requested Per Diem Rate

This amount must match the Requested Per Diem rate on your worksheet (box 11c)

\* Requested Effective Date

This date should match your requested effective date on your worksheet. This date should be no sooner than the 1st of the following month your request is submitted (e.g., request submitted October 20, then the earliest effective date is November 1)

mm/dd/yyyy

\* Per Diem Rate Request Form

Click Save before adding attachments

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (18 USC 287 and 31 USC 3729); and False Statements Act (18 USC 1001), I declare to the best of my knowledge the foregoing is true and correct.

Authorized submitting official's name

\* Authorized submitting official's title

\* Authorized submitting official's email

Save Draft Submit

These fields **must match exactly** the information on the uploaded *Per Diem Rate Request Worksheet*

Click **Save Draft** for upload button to appear. Then **Upload** the *Per Diem Rate Request Worksheet* (MS Excel document) from [https://www.va.gov/HOMELESS/GPD\\_ProviderRate.asp](https://www.va.gov/HOMELESS/GPD_ProviderRate.asp)

## Step 5: Navigate to main page; activity should be in pending status

After submitting the *Per Diem Rate Modification* request, navigate to the SmartSimple main page (shown in step 3) and your activity/task will indicate **Submitted** status.

GPD program staff will review your request and reach out to the identified point of contact, if there are questions/issues.

# My Tasks

ALL TASKS (4)

PRELIMINARY DOCUMENT REQUEST (0)

1-4 of 4

	#	Organization Name	Grant Type	Grant ID	Activity Type	Status
<input type="checkbox"/>	1	GPD TESTING, INC	Special Need	TEST234-2370-673-SN-22	Per Diem Rate Modification	Submitted

## Step 6: Approval email sent; activity complete

Once approved, an email will be sent to the SmartSimple point of contact. Email notification will include the **approved per diem rate** and **effective date**.

If future per diem rate changes are necessary, complete another *Per Diem Rate Modification* activity/task.

FAIN: TEST234-2370-673-SN-22

Greetings:

The VA GPD Office received a per diem rate request from your agency for the FAIN listed below. Based on this information our office received it has established the following per diem rate which is indicated below. Eligible bed days or visits are subject to the approval of the VA Liaison assigned to your organization.

VISN : VISN 8: VA Sunshine Healthcare Network  
VAMC: 673 - Tampa, FL  
PER DIEM RATE: \$123.50  
EFFECTIVE DATE: 10/01/2021

Your agency is advised to read the applicable VA regulations and OMB Circulars to ensure it excludes unallowable costs from its per diem estimates. The approved per diem rate assumes that unallowable costs have been excluded. Please review rent and fees in the section below. General and Administrative expenses are allowable only if an Indirect Rate Agreement has been negotiated with your cognizant Federal Agency.

NOTE, if your agency reported that resident rent and/or fees were charged to Veterans (question 7(b)) and this amount was not estimated accurately, please notify our office, as it is likely that your per diem rate would be overstated.

Your organization is required to submit the OMB SF 425 on an annual basis. The reporting period is based on Federal financial reporting fiscal year. Once submitted this form is subject to review and/or audit by the VA.

If you have any questions, please contact the VA National Grant and Per Diem Program Office at [GPDFiscal@va.gov](mailto:GPDFiscal@va.gov). Thank you for participating in this program and serving our Veterans.

Sincerely,  
GPD National Program Office